

COUNTY OF ERIE

NOTICE OF VACANCY

DEPARTMENT: County Comptroller's Office
LOCATION: 95 Franklin Street, Buffalo, N.Y. 14202
TITLE OF POSITION: Staff Auditor* (Temporary/Provisional appointment)
JOB GROUP & SALARY SCALE: 11 - (\$43,564 - \$57,165)

**Please note that this position is a competitive civil service title and requires that you take a civil service examination in the future. After the exam, selection for permanent appointment(s) will be made from reachable candidate(s) on the eligible list according to the NYS Civil Service Rule of Three.*

Typical Work Activities:

Performs audit assignments according to established timelines and available resources;
Prepares work papers and schedules, documenting audit results;
Collects, analyzes, interprets, summarizes and renders conclusions in audit segments assigned;
Drafts, reviews, and evaluates work papers and audit reports in process for completeness, accuracy and sufficiency of data supporting audit conclusions;
Reviews complex financial transactions and reports for compliance with Generally Accepted Accounting Principles and applicable laws and regulations;
Prepares financial statements reflecting financial condition of auditee;
Participates in formal training courses/sessions to increase professional knowledge and skills;
Uses independent judgment to more efficiently and effectively accomplish audit objectives;
Pursues material discrepancies disclosed in audit findings.

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or related field including or supplemented by 24 semester credit hours in Accounting and four (4) years of accounting and/or auditing experience, at least two (2) years of which were specifically in auditing; or:
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in Accounting and five (5) years of accounting and/or auditing experience, at least two (2) years of which were specifically in auditing; or:
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE 1: Graduation from a regionally accredited or New York State registered four (4) year college or university with a Master's Degree in Business or Public Administration, Accounting, Finance, Economics, or other closely related field may be substituted for one (1) year of the required general accounting** or auditing*** experience, but may not be substituted for the required two years of auditing experience.

**ACCOUNTING: Recording, classifying, verifying, reporting and analysis of financial data.

***AUDITING: Confirming and documenting the veracity of data.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Please reply in writing to Erie County Comptroller's Office, ATTN: Bryan Fiume, 95 Franklin Street, 11th Floor, Buffalo NY 14202 or Email Bryan.Fiume@erie.gov

Closing Date: April 22, 2015